

***State of Washington  
Department of Transportation  
Notice to Consultants  
SR 167 Extension General Engineering Consultant***

The Washington State Department of Transportation (WSDOT) solicits interest from consulting firms who would like to provide general engineering consultant (GEC) services working collaboratively with WSDOT to deliver transportation improvements for the SR 167 Extension Project. One (1) Negotiated Hourly Rates Agreement will be awarded. WSDOT anticipates the size of the GEC agreement to be in the range of \$5-\$6 million and the agreement will be for the duration of January 2006 through June 2009. An effective SR 167 Extension GEC will be crucial to positioning this project ready to respond to future additional funding.

**PROJECT DESCRIPTION**

This project will complete the SR 167 freeway by building four miles of new four-lane divided facility from its current terminus in Puyallup at SR 161 through the Puyallup River valley connecting to Interstate 5 near the 70th Ave. undercrossing (Stage 2). The project will also include a two mile four-lane divided highway section from SR 509 near the Port of Tacoma to I-5 and SR 167 at the common interchange near 70th Ave (Stage 1). There will be a total of five interchanges along this facility, including SR 161, Valley Avenue, Interstate 5, 54th Avenue, and SR 509.

**PROJECT VISION**

A new limited access freeway extension from SR 161 in Puyallup to SR 509 near the Port of Tacoma.

Our Team Mission is to deliver multiple PS&E packages and all supporting documents and permits for the SR 167 Extension Project. The packages will be completed on schedule and within budget by effective leadership. Protecting the environment, minimizing impacts to the public, and optimizing use of taxpayer dollars will serve as guidelines for decision-making.

2005-2007 Biennial objectives

- Issue the Tier II FEIS in March 2006
- Achieve Record of Decision on the Tier II EIS in July 2006
- Hold Access Hearing in August 2006 for Stage 1
- Begin environmental permitting in November 2006
- Approval of Right of Way plans in January 2007
- Achieve Design Concurrence for Stage 2 in February 2007
- Achieve Design Approval for Stage 1 in April 2007

**SR 167 Extension Implementation Plan**

This project currently has an unfunded construction phase. However, there is approximately \$20 million in Preliminary Engineering and \$95 million in Right of Way funding for this project through June 2009. Current strategy is to advance critical design components necessary to acquire the right of way for the corridor. It is anticipated that the design team will

begin preparing contract packages for a traditional design-bid-build delivery method. If construction funding becomes available, the delivery method will be revisited at that time.

### **Project Structure and Staffing**

The Olympic Region, under the leadership of Region Administrator Randall Hain, has decided to form a project office dedicated to work on this project. The Assistant Region Administrator for Project Development is Pasco Bakotich and the SR 167 Extension Project Manager is Steve Fuchs. It is expected that the GEC will integrate with the WSDOT design team to form a Project Team. See the attached preliminary organizational structure that has been prepared for the Project Team.

### **Rules Governing Firewall Issues if Design/Build is Utilized**

The following contracting principles, or "firewalls", have been developed to prevent conflict of interest or unfair project knowledge situations:

1. General Engineering Consultants (GEC) can participate in Segment Preliminary Design (PD) contracts, but not Design-Build (D-B) contracts;
2. GEC sub-consultants can participate in Segment PD contracts and On-Call contracts. GEC sub-consultants may participate in D-B contracts only if their work for the GEC does not provide them project knowledge that could translate to an unfair advantage to their D-B team. For example, cost estimate work or knowledge gained would be grounds for exclusion. Specific on-call tasks or design work in other segments could be acceptable. The burden of proof will be on the GEC sub-consultant to demonstrate that participating in D-B contracts will not create any conflict of interest or unfair project knowledge situations. Further, firewall principle #3 below will apply to the GEC sub-consultants;
3. Preliminary Design Consultants (prime or sub) will not be allowed to participate in a D-B contract for any segment they've done PD work on, but may participate in D-B for other corridor segments;
4. Parent and subsidiary companies participating in GEC Joint Ventures (JV) are precluded from D-B contracts on any segment; and
5. Parent and subsidiary companies participating in PD Joint Ventures are precluded from D-B contracts on any segment they've done PD work on.

The GEC will be with the SR 167 Extension Project from January 2006 through June 2009, unless additional funding is obtained. The immediate work will include assisting WSDOT in forming a new project office, and will also include developing project management strategies and preliminary design work.

The Personal Services and Architect & Engineering On-Call Rosters may be used to supplement the skills and workforce of the integrated SR 167 Extension Team. These agreements will be initially contracted through the WSDOT, but may subsequently be managed by the GEC.

### **DESCRIPTION OF WORK**

The expected work of the GEC includes both management expertise and technical expertise to assist WSDOT in completing key deliverables for the SR 167 Extension Project. The work will include project management inclusive of project controls, reporting, scheduling, scoping, design, and possible construction phases, technical and management staff support, oversight and preliminary design for corridor continuity, environmental planning and permitting,

preliminary and final design activities, and possible management of on-call and preliminary design agreements. Design is inclusive of all work necessary through completion of contract plans & specifications.

The GEC will assist WSDOT with coordination of many different groups, some of which include, but are not limited to, the Puyallup Tribe of Indians, the cities of Fife, Puyallup, Edgewood, Milton, Tacoma, the Port of Tacoma, Pierce County, FHWA, McChord Air Force Base, Friends of Hylebos Wetlands, utility companies, business owners, neighborhood groups, watershed committees, and permitting agencies. The GEC may assist WSDOT in developing and acquiring memoranda of understanding and memoranda of agreements with utility, railroad, transit, local, and state agencies.

### **SR 167 Extension Delivery Principles**

- Strong owner role
- Need to be flexible
- Assign responsibility to where it is most effective
- Provide for effective decision making
- Approximately 50% WSDOT project staff
- Leverage private industry
  - Use General Engineering Consultant (GEC) to create Integrated Management Team
  - Use consultants to assist with preliminary and final design
  - Possibly use Design Build (D-B) for Final Design & Construction

### **Delivery Strategies**

Development of delivery strategies for the elements below are considered critical to the success of this project. These strategies will evolve into plans that will be implemented collaboratively by WSDOT and the GEC:

- Risk Management
- Schedule and budget controls
- Right of Way acquisition;
- Environmental Planning and Permitting;
- Utility Relocation;
- Public Involvement.

### **Responsibility Matrix**

An integrated project management team consisting of the GEC and WSDOT staff is expected. A responsibility matrix will be required. This matrix will further define the roles and responsibilities between WSDOT and the GEC as well as any on-call consultants required for the implementation of the project.

The development of the SR 167 Extension responsibility matrix will be a collaborative effort between WSDOT and the GEC based on the project delivery principles.

### **Work Priorities**

At present, WSDOT does not have sufficient funding to perform all GEC work for the SR 167 Extension Project. Therefore, individual tasks will be authorized using the following priority principles:

### Project Management Priorities

- Develop management and organizational structure strategies to deliver the project;
- Develop project control strategies;
- Develop project implementation strategy (master scheduling, segment definitions, phasing, cost estimating);
- Develop corridor environmental permitting and mitigation strategies; and
- Coordinate with other projects.

### Corridor Preliminary Design Priorities

- Final Environmental Impact Statement;
- Access Hearing;
- Hydraulic Report;
- Traffic Analysis;
- Final Wetland Mitigation Plan;
- Utility Relocation; and
- Interchange Plan for Approval.

The FEIS is scheduled to be issued in March 2006 and will have minor involvement by the GEC. The Limited Access Plans for Stage 1 are being prepared by David Evans & Associates, Inc. The Access Hearing is scheduled for the middle of August 2006, and will only require oversight of this task by the GEC. These design priorities will be the basis for the development of the project management plan, structure, and organization. It is critical to overall project success to get this work underway and wisely invest the limited initial funds to lay the foundation for successful delivery when more funding becomes available. Collaborative input from the GEC on setting priorities to deliver this large project will be considered by WSDOT in the assignment of tasks.

### **Office Space and Co-location**

Olympic Region has already secured a facility in Lacey, Washington for the SR 167 Extension Project team. The office space was previously occupied by WSDOT staff and is currently vacant. It is anticipated that the WSDOT workforce and the GEC workforce will move into this facility at the same time. WSDOT will provide all of the personal computer equipment as well as hardware and software, including IT support. It is expected that the GEC core management staff will be required to co-locate with the Project Team at the beginning of the project. In addition, consultant technical staff may be required to co-locate in a “blended” team environment. The need for long-term co-location for the core management staff as well as the technical staff will be determined on a case-by-case basis.

### **KEY QUALIFICATIONS**

The GEC will need to demonstrate capacity and capability to perform project management, strategic project planning, preliminary and final design, as well as provide qualified project support/specialty services personnel to supplement WSDOT forces.

To quickly respond to project needs, schedule requirements, and funding availability changes, the GEC must be able to readily provide staffing and resources in the following areas:

- Key Personnel;
- Technical staff to support an integrated WSDOT/GEC team; and
- Transportation Design staff.

It is not necessary for the consultant to respond in the Submittal Package with all possible team members' expertise. It is important that the consultant respond to the following "core" areas of expertise that are critical components of the project:

- Program Management and Strategic Planning;
- Hydraulic Design;
- Traffic Analysis; and
- Transportation Design.

### **Key Personnel**

Qualified and committed personnel are key to the successful completion of the SR 167 Extension Project. WSDOT holds the philosophy that it is the people who make the project successful; the organization can and will change. With this in mind, WSDOT reserves the right to approve all full-time and key personnel individually for work on this contract. The GEC shall provide a core group with the appropriate mix of management, technical expertise, and experience. Given the current project funding and anticipated future funding, the availability of Key Personnel should be flexible to meet the needs of the program environment. The GEC Project Manager and Engineering Manager are expected to be 100% available to the project at contract execution. The Key Personnel will stay with the project until either WSDOT and the GEC mutually agree on replacement personnel, or the position is no longer needed.

The GEC is expected to provide staff support for the following key delivery areas. As the project develops, additional key personnel will be required. Support for each of the key personnel will need to be defined and provided as the project progresses and as budget allows. The GEC staff will be required, at a minimum, to show experience, expertise, innovation, and "not business as usual" skills in executive leadership and technical ability in the following areas:

1. Project Manager  
Proven ability to lead and manage a large, complicated, freeway corridor project.
2. Engineering Manager  
Proven ability to lead and manage multiple engineering disciplines concurrently.
3. Environmental Manager  
Proven ability to lead the development and implementation of a corridor environmental vision as a basis to acquire environmental permits.
4. Hydraulic Engineering  
Proven ability to lead the development and implementation of a corridor Hydraulic Report and pursue stormwater treatment strategies that lead to permittable project segments.
5. Traffic Engineering  
Proven ability in performing corridor level traffic analysis for new freeways that connect to highways and local streets.
6. Public Relations Management  
Proven ability to deliver appropriate and timely communication to a diverse audience ranging from small neighborhood groups to community forums.

7. Contract and Agreement Management  
Experience with managing multiple agreement types and contracts.
8. Real Estate Acquisition Management  
Experience in providing strategies for project right-of-way acquisition to maintain the project schedule.
9. Utility Relocation Management  
Experience to lead the development of utility relocation strategies to avoid project delivery impacts.

Personnel with managerial and technical skills typical to transportation design and construction projects are required to be part of the team.

#### Desired Expertise of Consultant Team

- Building a team with one purpose and fostering a culture that strives to meet that purpose;
- "Mega project" management for all phases of a mega project's life, from initial implementation through project closeout;
- Developing transportation design-bid-build PS&Es and writing transportation design-build RFQs;
- Managing, administering, and providing oversight for design and construction contracts as an owner representative [includes contracts developed by either GEC or others; contract execution by WSDOT as owner];
- Communicating, involving, and coordinating with many different groups;
- Developing, forming, and administering strategies for design-bid-build, design-build, and other contracting approaches;
- Organizational development (project management, planning, budget management, mobilizing the project team, locating the office space, coordinating equipment and services, human resources, identifying procurement methods and procedures, etc.);
- QA/QC and other project controls (scheduling, cost estimating, document control, general accounting, cost accounting, budgeting, etc.);
- Understanding and application of NEPA/SEPA requirements and applicable permits;
- Public works standards, methods, and procedures;
- Initiating interagency agreements [execution by WSDOT as owner];
- Real estate acquisition processes;
- Understanding of sensitive local and regional issues;
- Understanding of gaining environmental approvals to proceed in an arena where the endangered species act is in effect;
- WSDOT standards, methods, and procedures; and
- Transportation design-build projects.

#### **CONDITIONS OF THE AGREEMENT**

WSDOT has not prepared a detailed scope of work to be performed under this contract. Individual tasks will be assigned using a negotiated hourly rates matrix. WSDOT reserves the right to negotiate scopes of work for preliminary design work.

#### **Selection Process**

Pursuant to state and federal regulations, a qualifications-based selection process will be used to evaluate and select the GEC. A submittal review team will review and score the experience

and qualifications submitted to establish a ranked list of qualified consultants. Selections may be made from the written material supplied from this package. However, WSDOT reserves the right to perform interviews (phone or face-to-face) if deemed necessary to select the most qualified team.

### Submittal Package

The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/expertise of firms on team (20 points);
2. Qualifications of proposed project manager (30 points);
3. Qualifications of proposed engineering manager (20 points);
4. Team's demonstrated ability to supplement agency workforce with technical support personnel (15 points); and
5. Team's demonstrated ability and capacity to supply a preliminary design workforce (15 points.)

## **Criteria Definitions for SR 167 Extension General Engineering Services**

### Scoring Criteria 1: Qualifications/Expertise of Firms on Team

#### **Points – Minimum 0: Maximum 20**

- A) Provide a listing of all firms on your proposed team;
- B) Describe how the individual firms teaming together have worked together before. Provide the name of the project(s), each firm's role on the project, and the dates the services were performed;
- C) To quickly respond to project needs, schedule requirements, and funding availability, describe the team's ability to readily provide staffing and resources. Include a listing of each team member's offices and the number of employees within the state of Washington (specifically the Puget Sound area) and nationwide;
- D) For each firm on your proposed team, provide the types of expertise necessary for this project that is available at each location, how long has each firm on your team provided these type(s) of expertise, and describe how these resources may quickly be made available. Provide an organization chart of your proposed team and include the respective roles that each firm will provide for the team; and
- E) Demonstrate using relevant project examples how your proposed team can provide the "Key Qualifications" as described in the RFQ to successfully deliver this project.

### Scoring Criteria 2: Proposed Project Manager Qualifications

#### **Points – Minimum 0: Maximum 30**

- A) Demonstrate using relevant project examples how your proposed Project Manager meets the "Key Qualifications" as described in the RFQ to successfully lead and manage this project;
- B) Describe, using examples, how this proposed Project Manager has led the development and implementation of project delivery strategies, organization and methods to deliver a major project;
- C) Provide the professional licenses/accreditations for the proposed Project Manager; include the year that the license/accreditation was received; and
- D) Provide the proposed Project Manager's availability to the project.

### Scoring Criteria 3: Proposed Engineering Manager Qualifications

#### **Points – Minimum 0: Maximum 20**

- A) Demonstrate using project examples\* how your proposed Engineering Manager meets the “Key Qualifications” as described in the RFQ to successfully manage their responsible portions of this project;
- B) Provide the relevant professional licenses/accreditations for the proposed Engineering Manager; include the year that the license/accreditation was received;
- C) Technical, project, policy, and processes expertise relevant to this project to successfully function in the position;
- D) Ability to represent WSDOT; and
- E) Given the current project funding and the anticipated funding, the availability of the Engineering Manager should be flexible to meet the needs of the program and funding environment. Describe your Proposed Engineering Manager’s roles/responsibilities and availability to the project.

### Scoring Criteria 4: Team’s Demonstrated Ability to Supplement Agency Workforce with Technical Support Personnel

#### **Points – Minimum 0: Maximum 15**

- A) Demonstrate using project examples how the team has sufficient experienced staff to supplement agency workforce with technical support personnel;
- B) Include technical, project, policy, and process expertise to create an integrated management team and to successfully function in positions typically filled by WSDOT staff. Expertise includes knowledge and coverage of all disciplines typical to State transportation design projects and construction administration for those projects. Demonstrate the ability to manage, review, and evaluate the work of others as an owner representative, including other consultants and design-build contractors, as well as the ability to create original work products.

### Scoring Criteria 5: Team’s Demonstrated Ability and Capacity to Supply a Preliminary Design Workforce

#### **Points – Minimum 0: Maximum 15**

- A) Demonstrate using project examples your preliminary design workforce’s experience with complex urban projects; and
- B) Demonstrate your team’s capacity to provide a preliminary design workforce for the corridor level preliminary design effort and for one or all corridor segments preliminary and final design effort; and/or
- C) Demonstrate the ability to manage, review, and evaluate the work of preliminary design on-call consultants as an owner representative. When using project examples, please include the work/services provided on the project(s), dates of service on project(s), the approximate consultant fee for those services, approximate total cost for each project; contact name and phone number; and the name of the project manager on project(s). This information will be used for reference checks.

### Interviews, if deemed necessary by WSDOT

During the review of the submittal package, WSDOT may elect to interview key staff listed in the package. This interview may be done over the phone or in person. The information gained from these interviews will be combined with information provided in the submittal package to help WSDOT make the selections. WSDOT reserves the right to not conduct consultant interviews and to select the consultant solely upon the merits of the written submittals.



## **Consultant Selection Timeline**

- Announcement Date – November 29<sup>th</sup>, 2005
- RFQ information posted on Consultant Services Website – December 12<sup>th</sup>, 2005
- Pre-Submittal Meeting (attendance optional) – December 15<sup>th</sup>, 2005
- Consultant contact period with project staff for GEC – December 16<sup>th</sup>, 2005 through January 6<sup>th</sup>, 2006
- Submittal Package Deadline – January 12<sup>th</sup>, 2006 (4:00 PM)
- Consultants are contacted by WSDOT staff for submittal clarification question(s) – January 13<sup>th</sup>-January 18<sup>th</sup>, 2006
- If interviews are conducted, January 17<sup>th</sup> - January 18<sup>th</sup>, 2006
- Review Submittals by Project Teams and selections made – January 13<sup>th</sup>-19<sup>th</sup>, 2006
- Notify Consultants – Week of January 22<sup>nd</sup>, 2006

## **Submittal Requirements**

Consultants that submit Statements of Qualifications (SOQ) in response to this announcement must have the capability of providing the products and services listed in the advertisement. Sub-consultants may be used. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. All submittals become the property of WSDOT and will not be returned. The submittal shall meet the following requirements, or it will be deemed non-responsive and will not be eligible for consideration of this project:

- Each criterion for selection must be addressed.
- Your submittal must be accompanied by the required Prime Submittal Information Packet Form and the Sub Submittal Information Packet Form. These forms must be completed in their entirety for the Prime and all sub-consultants or your submittal will be deemed non-responsive and will not be considered for this project. If you do not have access to the Internet, you may obtain a form by calling 360-705-7104. Information supplied by this packet will not count toward the total number of pages required for the submittal.
- There is a minimum twelve (12)-point font requirement for the basic text of the entire submittal. Any charts, graphs, table of organizations, etc., must be of readable size.
- The maximum number of sheets allowed per submittal will be thirty (30) sheets, submitted only on single sided, single column typed 8.5" x 11" paper. We will allow one (1) page of the 30 sheets to be submitted on paper other than 8.5" x 11" size. The page count limitation applies to ALL sheets contained in the submittal. The only exceptions to the page count are the front and back cover, and the Submittal Information Packet form.
- Federal Forms SF 254 and SF 255 are not required for this solicitation. If these forms are included in the submittal, they will count towards the maximum limitation of thirty (30) pages.
- Four (4) originals/copies of the submittals are due no later than 4:00 PM, January 12<sup>th</sup>, 2006, to the Director of Consultant Services, Washington State Department of Transportation, Consultant Services Office, 7345 Linderson Way SW, Tumwater, WA 98501-6504.

- Late submittals, or those delivered by facsimile, electronic mail, or any other format other than bound paper copies, will be deemed non-responsive and will not be considered for the project.
- Submittals that do not follow the directions will be deemed non-responsive and will not be considered for the project.

In the event, CAD graphical or design engineering electronic data is to be submitted, during agreement negotiations WSDOT and the Consultant shall agree upon the software release to be used for the project.

The Professional capabilities of Consultants must include Professional Registration in the State of Washington and a demonstrable expertise in one or more of the disciplines necessary to accomplish the services. In addition, the Consultant must be registered as a company licensed to perform "engineering services" in the State of Washington.

The department encourages disadvantaged, minority, and women-owned consultant firms to respond.

Questions regarding the project should be directed to Steve Fuchs at 360-570-6602 or email at [FuchsS@wsdot.wa.gov](mailto:FuchsS@wsdot.wa.gov).

Questions regarding the solicitation and selection process should be directed to the HQ Consultant Services Office, at 360-705-7147.

Persons with disabilities may request this information be prepared and supplied in alternate formats by calling collect 206-389-2839. Persons with hearing impairments may call 1-800-833-6388 (Washington State Telecommunications Relay Service) and ask for 206-515-3683.